



Release Notes

Federal Acquisition Service (FAS)
Regional Business Application (RBA)
Software Version 10.13.0

Prepared for GSA GWAC Contractors by TechFlow, Inc.

Version 1.0

February 25, 2011

Table of Contents

1	TASK REQUIREMENTS.....	3
	TASK CLIENT	3
	INTRODUCTION.....	3
	PURPOSE	3
2	UPDATES INCLUDED IN GWAC	4
2.1	CHG59494 – CONTRACTOR REPORT ZERO PURCHASE DATA	4
2.1.1	<i>Date Selection</i>	5
2.1.2	<i>Order Selection</i>	6
2.1.3	<i>Report Submission</i>	6
2.1.4	<i>Submission Errors</i>	7
2.1.5	<i>Zero Purchase Data Section on Order Package</i>	7
2.2	CHG59495 – TASK ORDER MOD LENGTH	8
2.3	CHG71204 – TRAINING VIDEO CREATION AND IMPROVEMENTS.....	9
2.4	CHG67945 – MAINTENANCE: RECEIVE GENERAL ERROR: ORDER MOD DESCRIPTION FIELD WITH MORE THAN 250 CHARACTERS WHEN SUBMITTING GWAC MOD	9
2.5	CHG75119 – UPDATE GWAC PURCHASE DATA PAGE VERBIAGE.....	9
3	FOLLOW-ON SUPPORT	10

List of Figures

FIGURE 1: ZERO PURCHASE DATA QUICK LINK (CONTRACTOR VIEW).....	4
FIGURE 2: ENTER ZERO PURCHASE DATA FORM (EDIT MODE).....	5
FIGURE 3: REPORT DATE WITH CALENDAR PICKER.....	5
FIGURE 4: REPORTING YEAR AND QUARTER.....	5
FIGURE 5: ORDER SELECTION PROCESS	6
FIGURE 6: COMPLETED ZERO PURCHASE DATA REPORT WITH SUBMIT BUTTON HIGHLIGHTED	6
FIGURE 7: ZERO PURCHASE DATA SECTION	7
FIGURE 8: CONTRACTUAL MOD NUMBER FIELD EXPANSION	8
FIGURE 9: VIDEO TUTORIAL PAGE.....	9

TASK TITLE: General Services Administration (GSA) Regional Business Application (RBA) Project

DOCUMENT TITLE: Government-Wide Acquisition Contracts Management Module (GWAC MM)
10.13.0 Release Notes

VERSION NO: 1.0

DATE: 02/25/2011

1 TASK REQUIREMENTS

Task Client

General Services Administration (GSA)
Federal Acquisition Service (FAS)
Office of the Chief Information Officer
2100 Crystal Drive, Rm 11052
Arlington, VA 22202

Introduction

The following Release Notes describe content to be delivered through enhancements to the GWAC MM software.

Purpose

The main purpose for this release is to update functionality in the RBA to deliver enhanced functionality to the GWAC Management Module. This has been accomplished through the following Change Requests:

GWAC:

- CHG59494: Contractor Report Zero Purchase Data
- CHG59495: Task Order Mod Length
- CHG71204: Training Video Creation and Improvements
- CHG67945: MAINTENANCE: Receive General Error: Order Mod Description field with more than 250 characters when submitting GWAC MOD
- CHG75119 – Update GWAC Purchase Data Page Verbiage

2 UPDATES INCLUDED IN GWAC

This section provides details on enhancements implemented in the GWAC MM.

2.1 CHG59494 – Contractor Report Zero Purchase Data

This change enables users to be able to report “Zero Purchase Data” within the GWAC Management Module. Zero purchase data refers to reports that contractor users make in the absence of actual invoicing activity. A new GWAC homepage quick link has been added to allow access to the Zero Purchase Data input form.

The screenshot displays the GWAC Management Module interface for a contractor. The header includes the GSA logo, the title 'GWAC Management Module', and a navigation bar with links for 'HOME PAGE', 'ORDERS', 'CAF PAYMENTS', 'IT Solutions', and 'GWAC'. A user is signed in as 'as'. The main content area is divided into several sections: 'Need Assistance?' with technical support and registration contact information; 'Contractor Quick Links' featuring icons for 'Enter New Order Package', 'Enter New Purchase Data', 'Enter New CAF Payment Data', 'Enter Zero Purchase Data' (highlighted with a red box), 'Search CAF Payments', and 'Search Orders'; 'Action Items' with a table showing no items found; and 'Announcements'. A footer note states: 'This is a U.S. General Services Administration Federal government computer system that is "For Official Use Only". Privacy Statement'.

Figure 1: Zero Purchase Data Quick Link (Contractor View)

On the Enter Zero Purchase Data page, which can be accessed through the new quick link, users will be required to choose a Report Date **OR** a Reporting Year and Quarter. Users will also be responsible for choosing one or more order numbers to which they can associate the Zero Purchase Data Report.

GSA GWAC Management Module

You are signed in as [IT Solutions](#) [GWAC](#) [Guide Me](#) • [Site Help](#) • [Contact Us](#) • [Need Assistance](#) • [Log Out](#)

HOME PAGE **ORDERS** CAF PAYMENTS

Enter Zero Purchase Data

Please enter either a Report Date OR a Reporting Year and Quarter

☒ Report Date:

☐ Reporting Year:
Reporting Quarter: -- Select --

Zero Purchase Data Orders

Order Number

Add Zero Purchase Data for Order Number : [Add](#)

[Submit](#) [Cancel](#)

This is a U.S. General Services Administration Federal government computer system that is "For Official Use Only".
[Privacy Statement](#)

Figure 2: Enter Zero Purchase Data Form (Edit Mode)

2.1.1 Date Selection

The "Report Date" field requires input of a valid date. Alternatively, selection can be made from the calendar picker.

☒ Report Date:

Figure 3: Report Date with Calendar Picker

Users may also report zero purchase data based on Reporting Year and Quarter.

☐ Reporting Year:
Reporting Quarter: -- Select --

Figure 4: Reporting Year and Quarter

2.1.2 Order Selection

The figure illustrates the order selection process in three stages:

- The user enters a search term (e.g., "TEST") in the "Add Zero Purchase Data for Order Number" field. The system displays a list of suggested order numbers, including "100110CAFTESTA".
- The user selects a specific order number from the suggestions (e.g., "100110CAFTESTA"). The "Add" button is highlighted, indicating the next step.
- The selected order number is added to the "Zero Purchase Data Orders" table. The "Add" button remains highlighted.

Figure 5: Order Selection Process

To select orders for zero purchase data reports, users are required to first enter in the specific order number in the selection text box. (A) The system will offer suggested orders based on user entry. The user has the ability to select one of these suggestions. (B) After selection of a specific order, clicking on the **Add** button will populate the order table with the user's selection. This process can be repeated and provides the ability to associate multiple orders to a specific zero purchase data report.

2.1.3 Report Submission

The figure shows the completed Zero Purchase Data Report form. The form includes the following elements:

- Navigation Tabs:** HOMEPAGE, **ORDERS**, CAF PAYMENTS
- Title:** Enter Zero Purchase Data
- Instructions:** Please enter either a Report Date OR a Reporting Year and Quarter
- Form Fields:**
 - Report Date:** (Radio button selected)
 - Reporting Year:** 2011
 - Reporting Quarter:** 1
- Zero Purchase Data Orders Table:**

Order Number	
100110CAFTESTA	✖
- Add Zero Purchase Data for Order Number:** 100110CAFTESTA
- Buttons:** Submit (highlighted), Cancel

Figure 6: Completed Zero Purchase Data Report with Submit Button Highlighted

Upon selection of a date and order(s), the user has the ability to 'submit' the zero purchase data report in the system.

2.1.4 Submission Errors

The system will validate the submitted data against existing zero purchase data reports and purchase data in order to ensure that there is no duplication. If the system determines that there is duplication, an error will be presented to the user and the zero purchase data report will not be saved.

2.1.5 Zero Purchase Data Section on Order Package

Purchase Data (add)				
3 items found, displaying all items.				
Purchase Data # ▾	Date ▾	Amount ▾		
TESTABC	01/02/2011	\$140,000.00		
123	01/21/2011	\$10,000.00		
X	01/21/2011	\$0.00		
Zero Purchase Data				
One item found.				
Report Date ▾	Reporting Year ▾	Reporting Quarter ▾		
N/A	2011	2		
Supporting Order Data				
Date Created ▾		Created By ▾		
No Supporting Order Data Found.				
CAF Payment Data (Estimated Payment: \$1,116.63)				
One item found.				
Applicable Rule Type ▾	Rule Scope ▾	Rate ▾	Max Pmt ▾	Date Range ▾
Contract Family	FAS Millennia GWAC	0.75%	Unlimited	10/01/2010 - 03/31/2014

Figure 7: Zero Purchase Data Section

Once zero purchase data has been submitted for one or more orders, the information can be found in the zero purchase data section of the order package. Users can click entries in the zero purchase data section in order to modify the data.

2.2 CHG59495 – Task Order Mod Length

The screenshot displays the 'Edit Order Mod Data' form within a web application. At the top, there is a navigation bar with three tabs: 'HOMEPAGE', 'ORDERS' (which is highlighted in red), and 'CAF PAYMENTS'. Below the navigation bar, the form title 'Edit Order Mod Data' is centered. A message states: 'This information pertains to a modification for an awarded task order as reported by the Prime GWAC Industry Partner Awardee.' The form contains several fields: 'Order Number' (100110CAFTESTA), 'Contractual Mod Number' (1234567890, highlighted with a red box), 'Contract Number' (GS00T99ALD0203), 'Initial Order Description' (Testing CAF Payment Reconciliation), 'Period of Performance' (10/01/2010 to 09/30/2011), 'Mod Type' (a dropdown menu showing '-- Select --'), 'Order Mod Description' (a text area), 'Mod Award Date' (a date picker), 'Mod Obligated/Funded Amount' (\$0.00), and 'Total Obligated/Funded Amount' (\$5424564.44). At the bottom of the form, there are two buttons: 'Submit' and 'Cancel'.

Figure 8: Contractual Mod Number Field Expansion

The **Contractual Mod Number** field on the Edit Order Mod Data page has been expanded to accept 10 characters. Previously, this field only allowed a maximum of 8 characters.

2.3 CHG71204 – Training Video Creation and Improvements

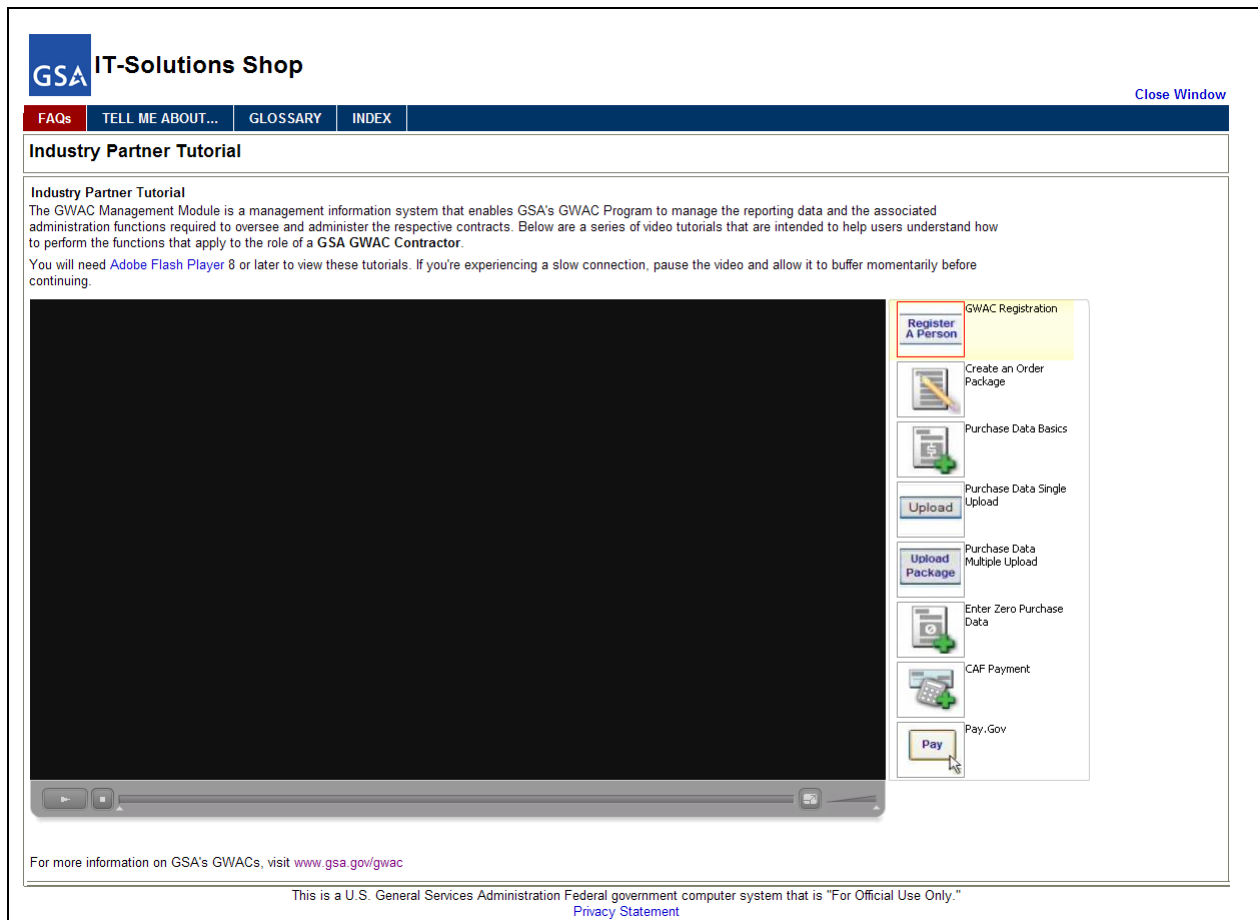


Figure 9: Video Tutorial Page

A new Flash Video tutorial page has been created. This page can be accessed by unauthenticated users on the ITSS login page. This page includes new videos on recent functionality (pay.gov and zero purchase data) as well as improvements on the existing tutorial videos. Flash 8 is required to view the tutorials.

2.4 CHG67945 – MAINTENANCE: Receive General Error: Order Mod Description field with more than 250 characters when submitting GWAC MOD

Previously, submitting Order Mod descriptions greater than 250 characters would result in the user receiving a general error. This issue has been resolved.

2.5 CHG75119 – Update GWAC Purchase Data Page Verbiage

This change includes an alteration to the language on the Purchase Data form to reflect the following:

“This information pertains to the ‘purchase’ data reported by the GWAC Industry Partner awardees for an awarded task order. Generally, this will apply to the Industry Partner invoices as it is expected that the standard classification of charges will be used as defined here by the line item charge ‘types’. If you choose (or are required) to deviate from this standard for an individual task order, you will be required to

preserve this mapping of your invoiced charges for the purposes of administrative reporting. At task order close-out, it is expected that the total 'purchase' data amount equal the total obligated/funded amount of the overall task order. To further ensure data consistency, the following guidelines, as applicable to your respective GWAC contract, must also be followed:

- a. For Fixed-Price task orders, charges may be reflected using the line item charge 'Fixed-Price'.
- b. For Time & Materials (T&M) or Labor-Hour task orders, fully loaded labor rates should be reported.
- c. For Cost-type orders, the direct costs are expected with "indirect" amounts recorded separately.
- d. 'Not elsewhere classified' should only be used on an exception basis, and must be accompanied with a description.

In addition to these general guidelines, please refer to your respective GWAC contract or ordering guide for more information."

3 FOLLOW-ON SUPPORT

If assistance is needed with the GWAC MM, users are encouraged to call 1 (877) 243-2889, option